

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

SITE INSPECTOR

FLSA STATUS:

EXEMPT ADMINISTRATIVE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical work associated with conducting inspections and surveys of new development in the county to ensure that roadways, drainage, detention/retention areas, and erosion control measures to meet applicable specifications and standards. Duties and responsibilities include inspecting road construction work, surveying construction sites, ensuring compliance with regulations and specifications, advising contractors of deficiencies and making corrective recommendations, preparing computerized or manual drawings of site surveys, maintaining records, or performing related tasks. The position is also responsible for maintaining awareness of NPDES standards and deficiencies. Reports to County Engineer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Ensures compliance with all applicable codes, regulations, standards, construction drawings, specifications, policies, and procedures; informs contractors of any violations; suggests any actions necessary to correct deviations or violations.

Reviews and interprets construction drawings, plans, and specifications.

Inspects pipes, roads, and drainage ditches.

Conducts inspections of all road construction work performed in Rutherford County; inspects roadways, drainage systems, retention areas, and erosion control measures associated with each project; ensures adherence to applicable regulations, construction drawings, and specifications; ensures quality of workmanship and materials; recommends acceptance as appropriate to County Engineer and Road Superintendent.

Makes recommendations to contractors during construction process as appropriate; provides technical assistance and consultation to other county departments.

Conducts all site inspections for subcontract work.

Attends pre-construction conferences on behalf of the county to discuss requirements of construction projects

Conducts physical inspections of county road construction sites; inspects all phases of road construction/repair from sub-grade to finished asphalt paving; conducts detailed inspection of grading, sub-base, base, and asphalt to determine proper depth, uniformity, grade, width, compaction, and quality of construction methods and materials; inspects roads, ditches, and pipes for adherence to codes, regulations, and specifications; inspects road construction sites to ensure removal of topsoil and debris; inspects ditch construction for proper location and depth; inspects dirt, rock, and other paving materials for proper compaction; inspects hot road mix materials for proper quality and consistency; inspects projects for proper safety provisions, methods, and practices and for appropriate traffic operations through construction zones; conducts field measurements to verify conformity to plans, specifications, standards, and as-built drawings; verifies that proper permits have been obtained for road projects.

Rutherford County, Tennessee • Site Inspector

Records recommendations, observations of construction, progress, completed work, problems on site, and as-built information of any field changes to county specifications or drawings.

Prepares drawings of surveys, site reviews, and solutions using computer-aided design (CAD) software or graphics/drawing software, or by hand as needed.

Ensures developers and contractors are aware of bond requirements and helps prevent expiration of bonds; releases the bond once a job/project has been completed.

Assists County Engineer with review of flooding sites and other problems requested by citizens; recommends solutions to problems.

Provides advanced surveying expertise to support the County Engineer and Road Superintendent as required.

Calculates volume of roadway gravel in new subdivisions; collects “rock tickets” at completion of that phase.

Prepares or completes various forms, reports, correspondence, logs, drawings, or other documents.

Receives various forms, reports, correspondence, construction drawings, blueprints, specifications, codes, regulations, standards, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, computer-aided design (CAD), Arc View, Flowmaster, graphics/drawing, or other software programs.

Operates a motor vehicle to conduct inspections or other work activities; utilizes surveying instruments; operates a variety of machinery, equipment, and tools associated with projects and work activities, which may include a utility truck, measuring devices, pickaxe, or transit.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, county officials, contractors, engineers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of county subdivision regulations, zoning regulations, highway regulations, FEMA regulations, OSHA regulations, surveying practices, or other applicable regulations/guidelines; maintains an awareness of new materials, procedures, trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by five (5) years previous experience and/or training that includes surveying, road inspections, and road construction/maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Must possess and maintain valid Professional Licensed Surveyor certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, or bright/dim light.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 40 Maximum Continuous Time: 10

2. SITTING

Estimated Total Hours: 20 Maximum Continuous Time: 30

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs					X
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Height of hands above floor during push: 4 feet

5. BENDING/SQUATTING/KNEELING

Tasks: Cleaning out ends of pipes

6. REACHING

Hands Used: RIGHT LEFT BOTH X

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature		X
Noise	X	
Fumes	X	
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>40</u> % of time
Outside	<u>60</u> % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

9. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Surveying equipment, tape measures, hammer, shovels

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

Yes

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date